

# Historic Preservation Commission Meeting Minutes January 19, 2017

Call to Order	In Attendance	Absent	Guests
<p><b>Made by:</b> <b>Tony Armento</b></p> <p><b>Time: 6:11p.m.</b></p>	<p>Tony Armento-Chairman Kelly Collins Schram-Secretary Chris Sims-Treasurer Marc Brooks **Gary Weaver-New Member appointed by the BOC in January</p> <p>Cheryl Hart-Planning Director Lu Anne Gilligan-Recording Secretary</p> <p>*Ethics Statement read by: Marc Brooks and Gary Weaver.</p>	<p>Rick Thomas-Vice Chairman Joe Bryan</p>	<p>Francis Winston-Applicant 611College Street</p> <p>Amber Kidd-Local Preservation Commission CLG Coordinator for the State of N.C.</p>

Approval of Minutes	Date of Minutes	Motion to Approve	2 <sup>nd</sup>	Outcome
	<p><b>Special Called Mtg. 12-08-2016</b></p>	<p>Marc Brooks</p>	<p>Christine Sims</p>	<p>Motion to approve minutes as written with the addition of adding Joe Bryan to the Absent Column.</p>

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Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance
	<p>Chris Sims reported that The Grant account showed -\$12,000.00 The Regular HPC account showed -\$2816.24</p>	<p>. The only activity for the HPC was for the recording secretary three payments @ \$85.00 each and \$100.00 for membership dues.</p> <p style="text-align: right;">\$255.00 <u>100.00</u> \$355.00 /total</p>	<p>**Cheryl Hart reported that the grant money in the sum of \$12,000.00 was submitted to the State for reimbursement. Cheryl also stated that the Finance Director received the check and we should continue business as usual. Regular HPC Acct. is roughly \$1,100.00</p>

**Old Business**

Topic	Discussion	Outcome
<p><b>306 Broad Street Side Yard Fence Update</b></p>	<p>Tony Armento asked Cheryl Hart to send another letter asking the homeowner to come in with a COA for their fence that has already been placed in their side yard.</p>	<p>Cheryl Hart will make another attempt to contact the homeowners at 306 Broad St. in order for them to make a COA for their fence.</p>
<p><b>2017 Photo Contest</b></p>	<p>Marc Brooks agreed to take the lead on the Photo Contest project.</p>	<p>Marc Brooks will head the photo contest project.</p>

<p><b>HPC Email Addresses</b></p>	<p>In September, Ramona Bartos told Tony that all email addresses should be through the city and that HPC members should not use their personal or business email addresses. Tony asked Cheryl if there was any help for us with the City. Kelly informed us that members could each have a g-mail address, but Weebly would be too expensive. Cheryl will have more information on this matter at our next meeting.</p>	<p>Cheryl Hart will look into our obtaining city email addresses and report on this at our next meeting.</p>
<p><b>HPC Training</b></p>	<p>Tony reported that our next session will be on meeting procedure and legal obligations which the SPO had expressed a desire to provide the training themselves. As of today, a date has not been established but as soon as more information becomes available, Tony will let everyone know via email.</p>	<p>Tony will let the HPC members know via-email the date of the next training session as soon as the SPO contacts him with an available date for presenting the training.</p>
<p><b>Stewardship Award Policy</b></p>	<p>Tony reported that it was brought to the HPC’s attention that all projects were not eligible due to some not requiring a COA to be issued (ex. Replacing rotting wood and painting does not require one), therefore making a home seemingly not being worthy of the Stewardship Award despite the work representing a significant improvement. Christine Sims suggested an Open Nomination Form. Chris will draw up this form and bring it to the next meeting where the members will make any necessary modifications before voting on a change in the policy.</p>	<p>In order to amend the Stewardship Award Policy, Chris Sims will draw up an Open Nomination Form and bring it to the next meeting for further review.</p>
<p><b>Update to National Register period of significance project/HPF grant</b></p>	<p>Tony met with one of the Commissioners to see whether there would be support for another HPF grant application to State Preservation Office for an update to Oxford’s National Register nomination. In the meantime, Tony heard from Claudia Brown who feels very strongly about the need for Oxford to do this, since it hasn’t been updated in 30 years, and it is in the best interest for CLG’s to update their existing period of significance. Ms. Brown also thought it would be the best time to expand the Oxford district.</p>	<p>Tony met with one of the Commissioners about sponsoring another grant for the HPC to update our National Register period of significance, found out that the cost of the</p>

<p><b>application</b></p> <p><b>Update Cont.</b></p>	<p>The cost would be over two (2) grant cycles and take approximately two (2) years. Ms. Brown suggested two possible approaches; with a total cost for each of \$26,000 and \$30,000.00. The State Historic Preservation Office grant would be 60% and 40% would come from the City.</p> <p>Amber Kidd explained that all properties would be reevaluated and that this could also allow us to pick up local landmark designations.</p> <p>Gary Weaver agreed to work with Claudia Brown on this project. The deadline for filling out the application is February 28, 2017.</p>	<p>project over a two year period will be \$26,000.00 to \$30,000.00. Gary Weaver will work with Claudia Brown in filling out our application for this project which must be completed by Feb. 28, 2017.</p>
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**COA APPLICATION REVIEW #1: Francis Winston**

Property Address: 611 College Street, Oxford, N.C.  
 Sworn stakeholders: Francis Winston  
 Property type: Residential  
 Project type: Remove two (2) mature trees  
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p><b>This matter was tabled from December until this month’s meeting to give the Commission Members a chance to examine the trees in question. The Homeowner would like to remove two (2) mature trees: (A) This tree stands in the front yard and is an eye sore, having been pruned over the years very badly leaving it a very ugly tree. Mr. Winston stated that he would like to remove this tree so that he can grade the yard and sow grass. (B) This large mature is at least one third dead and dying</b></p>	<p>Height of proposed Structure            Setback/placement of structure            Exterior Construction Materials            Exterior Colors            Architectural Details            Roof (shape/form/materials)            Doors/Windows/Fenestrations            General form and proportion            Appurtenant fixtures            Structural Conditions</p>		<p>Chris Sims made a motion that we approve the removal of the tree (A) in the front of the property and to permit the tree (B) on the right side of the property, upon analysis, and determination by the NC Forestry that the</p>

<p><b>and has been advised to have it removed. It stands at the side of the house and if it falls will damage the house.</b></p> <p><b>The Commission members felt that it would be better for a forester/expert to come out and look at the this tree to make sure that this tree is dead and if the expert determines that it is dead and needs to removed, then a COA will be submitted to Mr. Winston. Mr. Winston will call Rob Montague of the NC Forest Service and have him come out. Mr. Montague will send his assessment to Cheryl Hart and if tree (B) is considered dead and needs to be removed then it will be approved by the Commission.</b></p> <p><b>*Photos are included</b></p>	<p>Trees</p>	<p>(A)C (B)To be evaluated by NC Forestry Service, to determine if (B) tree is not salvageable. Mr. Montague will send a written assessment to Cheryl Hart.</p>	<p>tree is not salvageable that it be permitted to be removed as well. Marc Brooks seconded it.</p> <p>HCP voted unanimously to approve.</p>
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- \* See attached HPC worksheet for full details of factors considered
- \*\* C = Congruent with Historic Aspects of Historic District
- NC = Not Congruent with Historic Aspects of Historic District
- NA = This project does not impact this factor

**Summary of Approved Minor Works**

<b><i>Property Owner Address</i></b>	<b><i>Description</i></b>	<b><i>HPC authorization</i></b>
<u>David and Susan Wicker</u> 404 College Street <u>Oxford, N.C.</u>	<i>The Homeowner would like to remove the diseased tree in the front of the property which was a hazard to life and property of homeowners and neighbors.</i>	<i>Cheryl Hart and Tony Armento signed off on this project since there were no changes being made.</i>

**COA Renewal: None at this time.**

**Demolition by Neglect: Nothing at this time.**

**New Business**

<b>Topic</b>	<b>Discussion</b>	<b>Outcome</b>
<b>Design Guidelines (amendment concerning removal of diseased trees)</b>	Page 18, pg. 74 (under Project Planning) and pg. 75 sec. 15.102 discusses replacing diseased or damaged trees..... but does not speak about removal only, therefore Tony thought it would be beneficial to amend the wording with more specific guidelines about the removal and the replacement. Marc Brooks will have wording changes written up for the HPC members to vote on at the next	Marc Brooks will work on having a new amendment written up for the Design Guideline for the removal of mature trees and replacing

	meeting.	them by the next meeting.
<b>Charter Revision regarding month of annual report</b>	Tony proposed a change on page seven (7), Section 3.2 paragraph 5 in the Charter which is the date of the annual report presentation to the Board of Commissioners. It is presently March and Tony would like to move it to May. May is Preservation month and we also have the presentation for the Photo Contest and the Stewardship Award in May making our presentation more interesting.	Marc Brooks made a motion to change the month of the annual report to the BOC from March to May in the Charter with the condition it cover the period March 2016 through April 2017. It was seconded by Kelly Collins. This was Section 3.2 paragraph 5 in the Charter.  The HPC voted unanimously to approve.
<b>2017 Goal Setting</b>	Every January the HPC set forth goals for the coming year. Many suggestions have been talked about: <ul style="list-style-type: none"> <li>(1) Online Inventory of Homes with Photos and Descriptions</li> <li>(2) Increasing Favorability and Visibility <ul style="list-style-type: none"> <li>A. Informational Brochure (to develop relationship with Realtors)</li> <li>B. Welcoming Committee</li> <li>C. Postcards</li> <li>D. Educational Session for the Public (Contractors and Homeowners- techniques and products)</li> <li>E. Property of the Month</li> <li>F. Attendance for Festivals and Events</li> </ul> </li> <li>(3) Revision to National Registry District Update – depending on support</li> </ul> <p>Gary and Kelly will work on getting a committee together to work on the Visibility Project and hopefully have them get started in March.</p>	The HPC set their goal for the upcoming year: <ul style="list-style-type: none"> <li>• Online Catalog</li> <li>• Increasing Favorability and Visibility</li> <li>• Revision to National Registry District Update</li> </ul>

<b>HPC Officers Election of 2017</b>	The HPC elected the 2017 Officers. They are as follows: Chairman – Tony Armento Vice-Chairman – Christine Sims Treasurer – Marc Brooks Secretary -- Kelly Collins Schram	Christine Sims made the motion that the slate of officers as presented be approved. It was seconded by Marc Brooks.  The HPC voted unanimously to approve.	
<b>Renewal of Pledge to HPC Code of Ethics</b>	All HPC members signed, dated and turned in their 2017 Renewal of Pledge to adhere to the HPC Code of Ethics.	All HPC members signed and dated their renewal to the pledge to adhere to the HPC Code of Ethics.	
<b>Motion to Adjourn</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>Outcome</b>
	Marc Brooks	Kelly Collins	By unanimous decision, the Board adjourned at 8:23p.m.

**Date of Next Meeting: Thursday, February 16, 2017**

**Minutes Prepared by: Lu Anne Gilligan**